



*A Community of Excellence*

## Traffic Engineering Application

Development Services

Department

90 E. Civic Center Dr.

Gilbert, AZ 85296

(480) 503-6700-Phone

(480) 497-4923-Fax

[www.gilbertaz.gov](http://www.gilbertaz.gov)

Permit Number TRF-

Engineering Permit Number ENG

Project Name/Subdivision \_\_\_\_\_

Address \_\_\_\_\_

Crossroads \_\_\_\_\_ and \_\_\_\_\_  
(On) (Between)

Owner (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_  
(Address) \_\_\_\_\_

Contractor Performing Work (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_  
(Address) \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Place check mark(s) for Type of Project(s) \*Work On/Near a Roadway Requires Traffic Control/Work Zone Permit\*

☐ Traffic Striping

☐ Traffic Signal

☐ Traffic Calming Device

☐ Traffic Signing

☐ Oversize Load

☐ Traffic Signal Interconnect

\*Need Range Numbers? Yes or No

☐ Haul Route

☐ Traffic Control/Work Zone

\*See Checklist for Traffic Engineering Projects

Description of work \_\_\_\_\_

1. Permit will not be issued until a signed application and fees have been collected. A STATE CONTRACTOR'S LICENSE IS REQUIRED.
2. CONTRACTOR must have a CERTIFICATE OF INSURANCE for a minimum of \$1,000,000.00 General liability and Auto liability with the Town of Gilbert as ADDITIONAL INSURED. Contractor must turn in a copy of C of I WITH EACH APPLICATION. \*Does not apply to Oversize Loads and Haul Routes not associated with a project within the Town.\*
3. Permits require one (1) set of documents. See Checklist for Traffic Engineering Projects Sheet for details.
4. If CLOSING A ROAD Complete attached Request for Road Closure forms.
5. If Applying for a HAUL ROUTE Permit complete attached Dirt Haul Requirements Sheet.
6. SUBMITTALS THAT DO NOT MEET THE ABOVE-MENTIONED CRITERIA MAY EXPERIENCE DELAYS IN APPROVAL.

\*\*\*\*I REQUEST THAT GILBERT PERFORM ALL NECESSARY INSPECTIONS RELATED TO GRANTING THIS PERMIT\*\*\*\*

**TOWN USE ONLY**

Inspector \_\_\_\_\_

Approved By \_\_\_\_\_

Permit Fees \$ \_\_\_\_\_



## Traffic Control Plan Application

Development Services

### Department

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☐ NEW APPLICATION ☐ REVISED APPLICATION ☐ REVISED TRAFFIC CONTROL PLAN

TRF \_\_\_\_\_

#### Contractor Information

Company Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Foreman: \_\_\_\_\_

Fax #: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Cellular #: \_\_\_\_\_

#### Barricade Company Information

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_  
TCP Prepared By: \_\_\_\_\_

Fax #: \_\_\_\_\_  
Contact #: \_\_\_\_\_

#### Location Information

On Road: \_\_\_\_\_

At/From: \_\_\_\_\_

To: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

Hours of Operation:

☐ 24-Hour  
☐ Nighttime

☐ Non-Peak 8:30am-3:30PM  
☐ Other

#### Approval Information

☐ Approved as Submitted  
☐ Denied

☐ Approved W/Changes Noted  
☐ Gilbert Police Officer Required

#### Reviewed By:

☐ Tad Fagerholm 480-226-6466

☐ Sergio Figueroa 480-797-0525

Signature of Town Official Reviewing Traffic Control Plan

Date

**Approval of this plan is based upon the information obtained at the time of the submittal. Approval of this TCP does not relieve the contractor of their responsibility to maintain the work zone/jobsite in a safe manner. At the end of each work day, the contractor shall ensure that all excavation is properly marked and protected, and that all traffic control devices that are no longer needed are removed from the Town's right-of-way.**

Extra duty Town of Gilbert police officers are required whenever construction activity is occurring within 300 feet of a signalized intersection, in right-of-way, Public Utility Easement or when required by the Traffic Engineer. All requests are to be made to the Police Department at least 5 business days prior to the anticipated start date of construction. Police officers can be obtained by contacting the Town of Gilbert Extra Duty Police Request Line at 480-635-7194.

[www.gilbertaz.gov/eForms/police/frmoffDuty.cfm](http://www.gilbertaz.gov/eForms/police/frmoffDuty.cfm)

**DO NOT WRITE BELOW THIS LINE**

Permit Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**10. This section to be completed by the Town of Gilbert:**

**Approved By Traffic Engineering:**

Gilbert Traffic Engineer

90 E. Civic Center Dr

Emergency Access Maintained ☐ Yes ☐ No

**11. The Applicant is responsible for gathering the following signatures:**

(Do not obtain Signatures prior to Approval of Traffic Control Plan and Traffic Engineering Application)

**Gilbert Public Schools Transportation Director**

140 S. Gilbert Rd

**Chandler Unified School District Transportation Director**

200 S. Hamilton St, Chandler (if effected)

**Higley Unified School District Transportation Director**

2140 S. Higley Rd, Gilbert (if effected)

**Private and Charter Schools Administration**

(in effected area)

**U.S. Post Office**

Effected Area Branch Manager

**Gilbert Community Services Department**

90 E. Civic Center Dr.

**Gilbert Fire Marshall**

85 E Civic Center Dr

**Gilbert Chief of Police**

75 E Civic Center Dr

**Valley Metro**

Email address: [tcollins@valleymetro.org](mailto:tcollins@valleymetro.org)

Phone number: 480-924-6653 ext 242.

**NOTE:**

**Request for Road Closure must be submitted 20 days prior to the proposed Road Closure.**

A traffic control plan by an ATSSA-certified company must be submitted with this application. This plan shall show all signs (including the advance information signs) to be used during the requested road closure.

Information signs must be posted ten (10) days in advance of the closure date. A Traffic Control Plan is required showing the locations of all barricades, information/warning signs and detour signs.

The **contractor** shall be responsible for managing the road closure **at all times** (rain or shine).

**A 14' Through Access Lane** for Emergency Vehicles shall be maintained **at all times**.

(Unless otherwise approved by the Traffic Engineer)



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### TEMPORARY TRAFFIC CONTROL / WORK ZONE REQUIREMENTS

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**A work zone is any area within the public right-of-way where any type of work is being performed. Requirements for temporary traffic control become more restrictive the closer the work is to traffic.**

The Town of Gilbert has adopted by ordinance # 798, Manual on Uniform Traffic Control Devices (MUTCD) as a standard.

Town of Gilbert Ordinance Section 10-5 (b) states as follows:

1. *"Traffic control plans. A permittee shall submit a traffic control plan application to the town's traffic engineer at least two business days prior to the proposed start date of construction activities. The traffic control plan application must include a traffic control plan. The traffic control plan must be designed and submitted by a certified member of the American Traffic Safety Services Association (ATSSA)*
2. *Traffic control manual. The town designates the MUTCD as a public record and hereby adopts the MUTCD three copies of which are on file in the town clerk's office as the town's official traffic control manual for construction work zones with the following changes:*
  - a. *Arrowboards are required for all lane closures on arterial streets.*
  - b. *Lane closures on arterial streets are not permitted between 5:30am and 8:30am or between 3:30pm and 7:00pm unless previously approved by the Traffic Engineer.*

A permit is required for all work zones within the town's right-of-way. A Traffic Control Plan Application along with the Traffic Control Plan shall be submitted with the Traffic Engineering Application. The Traffic Control Plan Application shall have the contractor's proposed dates of construction activity (start and end). The Town will determine during the course of its review of the traffic control plan and application, if the proposed location is available during those dates. After permit has been approved and issued, a pre-construction meeting will be required with the contractor, the contractor's traffic control provider, and a member of the traffic engineering staff. At that time specific dates for construction activity will be determined.

The normal review time for a Traffic Engineering Application is 48-hours. (Request for Road Closure must be submitted 20 days prior to the proposed Road Closure). If the Traffic Engineering Application is submitted on a Friday or a legal holiday, the review time will not begin until the following business day.

The contractor and the traffic control provider will be responsible for keeping an approved copy of the traffic control plan and the permit on-site at all times during construction.

The contractor will be responsible for advising the Traffic Engineering Section if a date extension will be required regarding an existing permit. This will be done 2 business days in advance by calling 480-503-6186. Road Closure extensions require 15 business days advance notice. If no contact is made and the traffic control plan expires, delays may ensue until the permit and traffic control plan can be reviewed further.